

Reflective Teaching

Guidelines for Writing Book Reviews

Reviewers are expected to submit their review within 3 months of receiving the book.

A good book review should

- place the book in a larger context of scholarship
- make explicit application to the institutional context of our readers
- consider the book in relation to theological education or religious studies in the liberal arts
- describe the value and usefulness that the book might have for busy scholars and teachers

1. Length. Book reviews should be approximately 500 words single-spaced.

2. Format. Reviewer's name and institutional affiliation should be left justified at the end of the review. Diacritical marks must be visible without the use of special fonts.

3. Title. The title of the book review should be left justified in the following format:

Inspiring Teaching: Carnegie Professors of the Year Speak

Edited by John K. Roth

Boston, Mass.: Anker Publishing, 1997 (xx + 236 pages, ISBN 1-882982-14-2, \$34.95)

4. Contact. Please provide your name, institutional affiliation (as you would want it to appear with the review), mailing address, and email address. Please keep us updated if your contact information changes so that we can contact you quickly and easily during the editorial review and publication process.

5. Style.

- Minimize the use of italics, boldface, and scare quotes
- Use conventional state abbreviations rather than two-letter postal codes (use Ind., not IN)
- Avoid double spacing after periods
- Avoid using virgules (the diagonal mark used to separate alternatives, as in and/or)
- Avoid clichés
- Use American English
- Consult Merriam-Webster's Collegiate Dictionary for spelling questions
- Use the serial comma
- Commas and periods appear inside quotation marks. Other punctuation (colons, semicolons, question and exclamation marks, and hyphens) appear outside the quotes, except in dialogue.
- Spell out whole numbers from zero to ten
- Spell out names of organizations, firms, agencies, and so forth on first reference with acronym in parentheses following. Abbreviate such names on second reference.

- Please use inclusive language when referencing human communities. “Man,” “men,” “he.” or “his” are to be used when they clearly refer to (solely) male referents, not for mixed or indeterminate referents. Instead, use “person,” “people,” and “he and/or she” or “his and/or hers.” (See: Frank, Treichler, et al., *Language, Gender, and Professional Writing*; Dumond, *The Elements of Nonsexist Usage*; Miller and Swift, *The Handbook of Nonsexist Writing*; or Baron, *Grammar and Gender*.)

6. Citations. Quoted passages from the reviewed work must have page numbers enclosed in parentheses. Other citations (if necessary) should be in accordance with the Chicago Manual of Style 16th edition (author/date citations with reference list providing full bibliographic information at the end of the review). Endnotes and footnotes are not permitted.

7. Electronic Submissions. Please submit manuscripts by Microsoft Word document attached to an email message to:

Dr. Paul Myhre
Editor, *Reflective Teaching*
myhrep@wabash.edu

8. Deadline. Please submit the book review within 3 months of receiving the book (or per previous arrangement). If you are unable to meet this schedule, please notify the Editor as soon as possible so other arrangements can be made.

9. Timeline. We strive to review submissions and reply in a timely manner. We will acknowledge receipt of the book review immediately, but it may take several months to review the manuscript and make a decision about publication. Authors will be notified by email. Once a book review has been accepted it will appear online within a month of notification. Authors will be advised by email message when a book review has been published online.

10. Copy Editing. Once a book review has been accepted for publication it will be copy edited to the standards of our style sheet and for consistent usage. Authors will be contacted about editorial changes that might affect substance.

If you have question please contact:

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